State of Idaho Weatherization Assistance Program Program Year 2014 Grant Application Annual File- V4

(08/05) **U.S. Department of Energy** Expiration Date: 6-30-08

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant: <u>EE0006150</u> State: <u>IDAHO</u> Program Year: <u>2014</u>

Budget Period: April 1, 2014 through March 31, 2015

IV.1 Subgrantees

IVII Subgrances			
		Tentative	
Grantee	City	Funding*	Units*
CCOA Aging, Weatherization and	Caldwell	\$79,652	8
Human Services, Inc.			
Coeur D'Alene Tribal Housing	Plummer	\$0	0
Authority			
Community Action Partnership	Lewiston	\$83,822	10
Eastern Idaho Community Action	Idaho	\$59,770	10
Partnership	Falls		
El-Ada, Inc.	Boise	\$83,588	10
South Central Community Action	Twin	\$51,330	6
Partnership	Falls		
SouthEastern Idaho Community	Pocatello	\$48,027	8
Action Partnership			
Totals		\$406,191	52

IV.2 WAP Production Schedule

Number of Units (Excluding reweatherized)	52
Reweatherized Units	0

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Budget Period: April 1, 2014 through March 31, 2015

Average Unit Costs, including Reweatherization, Subject to DOE	Program
Rules*	
A Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B Total Units Weatherized	52
C Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized	52
(B+C)	32
E Average Vehicle & Equipment Acquisition Cost per Unit (A	\$0.00
divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES*)	
F Total Funds for Program Operations**	\$244,227
G Total Dwelling Units to be Weatherized and Reweatherized	52
(from line D)	
H Average Program Operations Cost per Unit (F divided by G)	\$4,696.67
I Average Vehicle & Equipment Acquisition Cost per Unit	NI/A
(from line E)	N/A
J Total Average Cost per Dwelling (H plus I)	\$4,696.67

IV.3 Energy Savings

Method used to calculate energy savings: WAP algorithm: X Other (describe below):

Idaho uses the WAP algorithm. The formula is the number of units times 30.5:

52 units X 30.5 MBTU = 1,586 MBtus

Estimated energy savings: 1,586 (MBtus)

Estimated prior year savings: 4,941.0 MBtus Actual: 10,614.0 MBtus

If variance is large, please explain: Unit production exceeded expectations.

IV.4 DOE-Funded Leveraging Activities

Leveraging funds will be used to support activities that will leverage additional community assistance, including creation and development of new partnerships. Current leveraging partners include local property owners and the local USDA Rural Development offices. Historically, Idaho has utilized leveraging funds from partners, including utilities, in order to enhance weatherization services and/or to produce additional units. The estimated number of leveraged units to be produced during PY 14 is 10, based on PY 12 completion of leveraged units.

(08/05) U.S. Department of Energy Expiration Date: 6-30-08

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant: <u>EE0006150</u> State: <u>IDAHO</u> Program Year: <u>2014</u>

Budget Period: April 1, 2014 through March 31, 2015

IV.5 Policy Advisory Committee Members (names, groups, agencies)

PAC Name, Group, or Agency	Contact name, phone, e-mail
AARP Idaho	Lynn Young, 208-288-2828,
	lynnyoung@spro.net
Avista Utilities	Renee Coelho, 509-495-8607,
	renee.coelho@avistacorp.com
Bonneville Power Administration	John Williams, 208-338-3017,
	jjwilliams@bpa.gov
CCOA Aging, Weatherization,	Carol Teats, 208-459-0063,
and Human Services	carol@ccoaidaho.org
Community Council of Idaho	Irma Morin, 208-454-1652, imorin@ccimail.org
Idaho Department of Health and	Joyce Broadsword, 208-665-8828,
Welfare State Tribal Relations	BroadswordJ@dhw.idaho.gov
Idaho Governor's Office of	Jennifer Pope, 208-332-1677,
Energy Resources	jennifer.pope@oer.idaho.gov
Idaho Power Company	Cheryl Paoli, 208-388-2679,
	cpaoli@idahopower.com
Idaho Public Utilities Commission	Nancy Hylton, 208-334-0304,
	nancy.hylton@puc.idaho.gov
Intermountain Gas Company	Byron Defenbach, 208-377-6080,
	Byron.defenbach@intgas.com
Living Independence Network	Amber Mausling, 208-336-3335,
Corporation	amausling@lincidaho.org
Rocky Mountain Power	Becky Eberle, 503-813-5154,
	becky.eberle@pacificorp.com
South Central Community Action	Ken Robinette, 208-733-9351, ken@sccap-
Partnership	id.org

IV.6 State Plan Hearings (send notes, minutes, or transcript to the Regional Office)

Hearing Date:	List of newspapers that will publicize the hearings and the dates that the notice will be run.
	Please note that actual run dates will be updated after the
	hearing.
	Coeur D'Alene Press - February 2014
	Idaho Press Tribune - February 2014
	Idaho State Journal – February 2014
	Idaho Statesman - February 2014
	Lewiston Tribune - February 2014
	Idaho Falls Post Register – February 2014
	Magic Valley Times-News – February 2014

(08/05) U.S. Department of Energy Expiration Date: 6-30-08

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant: <u>EE0006150</u> State: <u>IDAHO</u> Program Year: <u>2014</u>

Budget Period: April 1, 2014 through March 31, 2015

CAPAI staff will attend the Public Hearing. The final plan submission will include documentation of the hearing publications and date, public hearing sign-in sheet, and hearing transcript.

Idaho does not anticipate any significant program changes after the initial public hearing. Subgrant allocations are based on percentages based on poverty data for the state of Idaho. If this grant award funding increases or decreases, Idaho will use the same methodology to adjust subgrantee allocations. Idaho retains the authority to redistribute available and unexpended funding to appropriate subgrantees, as necessary if a subgrantee is unable to fully expend funding during the grant period.

(08/05) U.S. Department of Energy Expiration Date: 6-30-08

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant: <u>EE0006150</u> State: <u>IDAHO</u> Program Year: <u>2014</u>

Budget Period: April 1, 2014 through March 31, 2015

IV.7 Miscellaneous

Idaho does not meet the 20% threshold for requiring development and implementation of multi-family energy audit/procedures nor does Idaho have an approved multi-family energy audit application. Idaho's multi-family units mainly consist of small buildings with individual heating and cooling systems or garden style apartments.

Idaho will submit an engineering assessment to the DOE Project Officer for approval prior to beginning work on large and/or centrally heated and cooled buildings.

Idaho will not weatherize homes provided services after 09/30/1994 with DOE funds.

(08/05) U.S. Department of Energy Expiration Date: 6-30-08

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant: EE0006150 State: IDAHO Program Year: 2014

Budget Period: April 1, 2014 through March 31, 2015

Name: <u>CCOA Aging, Weatherization and Human Services, Inc.</u>

Contact: Tyson Willden, Weatherization Director_

Address 1: <u>1614 Industrial Way, Suite 102</u>

City: <u>Caldwell</u> State: <u>ID</u> Zip Code: <u>83605</u>

Phone: _ (208) 459-0065_____

Fax: (208) 455-2342

Email: twillden@ccoaidaho.org

Tentative	\$79,652
allocation:	\$75,052
Planned units:	8
Type of	Non-
organization:	profit
Sources of	Both
Labor:	DOUI

Counties served:
Adams, Valley, Washington, Payette, Boise, Gem, Canyon

Congressional
Districts:
1 - all counties

Name: <u>Coeur D'Alene Tribal Housing Authority</u> Contact: <u>Tim Negri, Construction Director</u>

Address 1: <u>P.O. Box 267</u>

City: Plummer State: ID Zip Code: 83851

Phone: (208) 686-1927 Fax: (208) 686-7051

*Email: tnegri@cdatribe-nsn.gov

Tentative	\$0
allocation:	
Planned units:	0
Type of	Non-
organization:	profit
Sources of	Both
Labor:	

Counties served:
Coeur D'Alene Reservation land

Congressional Districts:
DISTRICTS:
1

(08/05) U.S. Department of Energy Expiration Date: 6-30-08

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant: <u>EE0006150</u> State: <u>IDAHO</u> Program Year: <u>2014</u>

Budget Period: April 1, 2014 through March 31, 2015

Name: <u>Community Action Partnership</u>

Contact: <u>Darrin Eberhardt</u>, <u>Housing Programs Director</u>

Address 1: 124 New 6th St

City: Lewiston State: ID Zip Code: 83501

Phone: (208) 746-3351

Fax: (208) 746-5456

*Email: <u>d.eberhardt@cap4action.orq</u>

Tentative allocation:	\$83,822
Planned units:	
	10
_	
Type of	Non-
organization:	profit
Sources of Labor:	Both

Counties served:
Boundary, Clearwater, Bonner, Nez Perce, Kootenai, Lewis, Benewah, Idaho, Shoshone, Latah

Congressional
Districts:
1 – all counties

Name: <u>Eastern Idaho Community Action Partnership</u>

Contact: Brad Simmons, Weatherization Director

Address: 935 E. Lincoln Road

Phone: (208) 522-5391 Fax: (208) 523-7878

*Email: bsimmons@eicap.org

Tentative allocation:	\$59,770
Planned units:	10
Type of	Non-
organization:	profit
Sources of	
Labor:	Both

Counties served:
Lemhi, Custer, Butte, Clark, Jefferson, Madison, Teton, Fremont, Bonneville

Congressional Districts:
2 – all counties

(08/05) U.S. Department of Energy Expiration Date: 6-30-08

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant: <u>EE0006150</u> State: <u>IDAHO</u> Program Year: <u>2014</u>

Budget Period: April 1, 2014 through March 31, 2015

Name: <u>El-Ada, Inc.</u>

Contact: Kevin Viggers, Weatherization Director

Address 1: 701 E. 44th #1

City: Boise State: ID Zip Code: 83714

Phone: (208) 377-0700 Fax: (208) 377-0859

*Email: kviggers@eladacap.org

Tentative	\$83,588
allocation:	
Planned units:	10
Type of	Non-
organization:	profit
Sources of	Both
Labor:	

Counties served:
Ada, Elmore, Owyhee

Congressional Districts:
1 and 2
2-all counties
1- all counties

Name: <u>South Central Community Action Partnership</u> Contact: <u>Randy Wright, Weatherization Director</u>

Address 1: P.O. Box 531

City: Twin Falls State: ID Zip Code: 83303-0531

Phone: (208) 733-9351 Fax: (208) 733-9355

*Email: randy@sccap-id.org

Tentative	\$51,330
allocation:	
Planned units:	6
Type of	Non-
organization:	profit
Sources of	Both
Labor:	

Counties served:
Camas, Blaine, Gooding, Jerome, Lincoln, Minidoka, Cassia, Twin Falls

Congressional
Districts:
2- all counties

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Grant: <u>EE0006150</u> State: <u>IDAHO</u> Program Year: <u>2014</u>

Budget Period: April 1, 2014 through March 31, 2015

Name: SouthEastern Idaho Community Action Agency

Contact: Rick Burgin, Weatherization Director

Address: 641 N. 8th St.

City: Pocatello State: ID Zip Code: 83405

Phone: (208) 237-0991 Fax: (208) 237-3951

*Email: rburgin@seicaa.org

	+ 40 007
Tentative	\$48,027
allocation:	
Planned units:	8
Type of	Non-
organization:	profit
Sources of	Both
Labor:	

	unties served:
	gham, Power, Bannock,
	ribou, Oneida, Franklin,
Bea	ar Lake

Congressional
Districts:
2- all counties

OMB Number: 4040-0004 Expiration Date: 03/31/2012

Application for Federal A	ssistance SF-4	Version 02	
*1. Type of Submission:	*2. Type of	* If Revision, select appropriate letter(s)	
Preapplication	Application	AC Increase Award, Increase Duration	
Application	⊠ New	*Other (Specify)	
☐ Changed/Corrected	☐ Continuation	on	
Application	Revision		
*3. Date Received:4. Appl	icant Identifier:		
5a. Federal Entity Identifier	r:	*5b. Federal Award Identifier:	
		DE-EE0006150	
State Use Only:			
6. Date Received by State:	7. State	e Application Identifier:	
8. APPLICANT INFORMA	TION:		
*a. Legal Name: Idaho De	partment of He	alth and Welfare	
*b. Employer/Taxpayer Ide	entification	*c. Organizational DUNS:	
Number (EIN/TIN): 82-6000995		82-520-14-86	
d. Address:			
*Street 1:450 W. State St.	- 2nd Floor		
Street 2:			
*City: <u>Boise</u>			
County: <u>Ada</u>			
*State: <u>Idaho</u>			
Province:			
*Country: <u>USA</u>			
*Zip / Postal Code <u>83702</u>			
e. Organizational Unit:			
Division Name: Division of Name: Department of Health and V		Department Name: Dept. of Health and Welfare Division of Welfare	

f. Name and contact information of application:	f person to be contacted on matters involving this
Prefix: <u>Ms.</u> *First Name: <u>Kristin</u>	
Middle Name:	
*Last Name: <u>Matthews</u>	
Suffix:	
Title:Program Manager	
Organizational Affiliation: Division of Welfare	
*Telephone Number: 208-334-5553	Fax Number: 208-334-5817
*Email: matthek1@dhw.idaho.gov	
9. Type of Applicant 1: Select Applic A.State Government Type of Applicant 2: Select Applicant Type	
Type of Applicant 2: Select Applicant Ty	/pe:
Type of Applicant 3: Select Applicant T	·ype:
*Other (Specify)	
*10 Name of Federal Agency: U.S. Department of Energy	
11. Catalog of Federal Domestic Ass	sistance Number:
<u>81.042</u>	
CFDA Title: Weatherization Assistance for Low-Incom	me Persons
12. Funding Opportunity Number:	Will be updated upon release
Title:	Weatherization Assistance for Low-income Persons
13. Competition Identification Numl	ber:
Title:	

14. Areas Affe	cted by Project (Cities, Counties, States, etc.):
State		
15. Descriptive	e Title of Applica	nt's Project:
16. Congression	onal Districts Of:	
*a. Applicant:]	I and II*b. Progran	n/Project: I and II
Attach an additi	onal list of Progran	n/Project Congressional Districts if needed.
17. Proposed	Project:	
*a. Start Date:	April 1, 2014*b. E	ind Date: March 31, 2015
18. Estimated	Funding (\$):	
*a. Federal	\$450,000	
*b. Applicant		
*c. State		
*d. Local		
*e. Other		
*f. Program		
Income	\$450,000	
*g. TOTAL		
*19. Is Applic Process?	ation Subject to	Review By State Under Executive Order 12372
a. This applerocess for review		available to the State under the Executive Order 12372
☐ b. Program	is subject to E.O. 1	2372 but has not been selected by the State for review.
🛮 c. Program	is not covered by I	E. O. 12372
*20. Is the Apexplanation.)	oplicant Delinque	ent On Any Federal Debt? (If "Yes", provide
☐ Yes⊠ No	Explan	ation:
21. *By signing	this application, I	certify (1) to the statements contained in the list of

certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001) ★* I AGREE ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions **Authorized Representative:** Prefix:Mr.*First Name: Richard Middle Name: M. *Last Name: Armstrong Suffix:___ *Title: Director Fax Number: 208-334-5694 *Telephone Number: 208-334-0679 * Email: osbornj@dhw.idaho.gov

*Signature of Authorized Representative:

*Date Signed:

${\bf BUDGET\ INFORMATION\ -\ Non-Construction\ Programs}$

1. Program/Project Identification No. EE0006150		permanently reduce their energy efficient. During the last 32 year Weatherization Assistance Prog	2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy 's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.			
3. Name and Address Idaho Department of Health and 450 West State St, 2nd Floor Boise ID 83		Welfare	4. Program/Project Start Date	04/01/2014		
		3702	5. Completion Date	03/31/2015		

SECTION A - BUDGET SUMMARY							
Grant Program		Estimated Unobligated Funds		New or Revised Budget			
Function or Activity (a)	Federal Catalog No. (b)	Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)	
1. Federal	81.042	\$ 0.00		\$ 450,000.00		\$ 450,000.00	
2.							
3.							
4.							
5. TOTAL		\$ 0.00	\$ 0.00	\$ 450,000.00	\$ 0.00	\$ 450,000.00	

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	6. Object Class Categories Grant Program, Function or Activity					
	(1) GRANTEE ADMINISTRA TION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANTE E T&TA	(5)	
a. Personnel	\$ 5,283.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,283.00	
b. Benefits	\$ 2,373.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,373.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 3,480.00	\$ 0.00	\$ 3,480.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
f. Contract	\$ 12,905.00	\$ 36,927.00	\$ 16,675.00	\$ 24,845.00	\$ 91,352.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
i. Total Direct Charges	\$ 20,561.00	\$ 36,927.00	\$ 20,155.00	\$ 24,845.00	\$ 102,488.00	
j. Indirect	\$ 1,933.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,933.00	
k. Totals	\$ 22,494.00	\$ 36,927.00	\$ 20,155.00	\$ 24,845.00	\$ 104,421.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

${\bf BUDGET\ INFORMATION\ -\ Non-Construction\ Programs}$

1. Program/Project Identification No. EE0006150		permanently reduce their energy efficient. During the last 32 yea Weatherization Assistance Prog	2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy 's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.		
3. Name and Address Idaho Department of Health and		Welfare	4. Program/Project Start Date	04/01/2014	
	450 West State St, 2nd Floor Boise ID 83	3702	5. Completion Date	03/31/2015	

SECTION A - BUDGET SUMMARY						
Grant Program	-	Estimated Unc	bligated Funds	New or Revised Budget		
Function or Activity (a)	Federal Catalog No. (b)	Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 450,000.00	\$ 0.00	\$ 450,000.00

SECTION B - BUDGET CATEGORIES							
6. Object Class Categories	6. Object Class Categories Grant Program, Function or Activity						
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) LEVERAGIN G	(5)		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,283.00		
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,373.00		
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,480.00		
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
f. Contract	\$ 244,227.00	\$ 34,192.00	\$ 42,000.00	\$ 7,160.00	\$418,931.00		
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		
i. Total Direct Charges	\$ 244,227.00	\$ 34,192.00	\$ 42,000.00	\$ 7,160.00	\$ 430,067.00		
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,933.00		
k. Totals	\$ 244,227.00	\$ 34,192.00	\$ 42,000.00	\$ 7,160.00	\$ 432,000.00		
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0006150		permanently reduce their energy efficient. During the last 32 yea Weatherization Assistance Prog	2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy 's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.			
3. Name and Address Idaho Department of Health a 450 West State St, 2nd Floor		Welfare	4. Program/Project Start Date	04/01/2014		
		702	5. Completion Date	03/31/2015		

SECTION A - BUDGET SUMMARY								
Grant Program		Estimated Uno	bligated Funds	New or Revised Budget				
Activity (a)	· ·	Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)		
1.								
2.								
3.								
4.								
5. TOTAL		\$ 0.00	\$ 0.00	\$ 450,000.00	\$ 0.00	\$ 450,000.00		

	SECT	ION B - BU	DGET CATEGOR	RIES	
6. Object Class Categories		Total			
	(1) FINANCIAL AUDITS	(2)	(3)	(4)	(5)
a. Personnel	\$ 0.00				\$ 5,283.00
b. Benefits	\$ 0.00				\$ 2,373.00
c. Travel	\$ 0.00				\$ 3,480.00
d. Equipment	\$ 0.00				\$.00
e. Supplies	\$ 0.00				\$.00
f. Contract	\$ 18,000.00				\$ 436,931.00
g. Construction	\$ 0.00				\$ 0.00
h. Other	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 18,000.00				\$ 448,067.00
j. Indirect	\$ 0.00				\$ 1,933.00
k. Totals	\$ 18,000.00				\$ 450,000.00
7. Program Income	\$ 0.00				\$ 0.00

State of Idaho Weatherization Assistance Program

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Grant Application - Program Year 2013

U.S. DEPARTMENT OF ENERGY PROJECT MANAGEMENT CENTER



BUDGET EXPLANATION FOR FORMULA GRANTS

Applicant: Idaho Department of Health and Welfare		Budget Per From:	riod –	04/01/14	To:	03/31/15			
Award	Num	nber:	EE00061	.50		Amend Number			
1.	and Posi	form DOE I	F 4600.4 supported	oplicant only (Section B. Lin d under the pr	e 6.f3 Contr	acts ar	nd Subgran	ts).	
	Posi Prog	tion gram Specia	alist	Description The DHW Protime to the form to	following elemanagementsight guidance view and aradministratings input	cialist a ements it nalysis cion	pplies a po		
	Prog	gram Manag	ger	The DHW Proto the following 1. Program of 2. Policy over 3. Technical 4. Budget re 5. Fair hearing 6. PAGE sub	ng elements managemen ersight guidance view and ar ngs input	s of the	•		

Direct Personnel Compensation:

<u>Position</u>	Salary/Rate	<u>Time</u>	Direct Pay
Program Specialist	\$22.50	208.56 hours	\$4,692.60
Program Manager	\$32.55	415.53 hours	\$13,525.50
		Direct Pay Total	\$18,218.10

2. **FRINGE BENEFITS**

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and include a copy of the rate agreement.
- b. If above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations as an attachment.

IDHW currently does not have a Federal fringe rate agreement, either pending or in effect.

IDHW uses the following formula to calculate fringe benefit rates:

- 6.20% FICA SSDI
- 1.45% FICA SSHI
- .30% Unemployment Insurance
- .68% Life Insurance
- 11.32% Retirement
- .65% Sick Leave
- .31% Human Resources
- .64% Workman's Compensation
- 23.36% Health Insurance
- 44.91% Total Fringe Rate

Fringe Benefits Calculations:

<u>Position</u>	Direct Pay	<u>Rate</u>	Benefits
Program Specialist	\$4,692.60	44.91%	\$2,107.45
Program Manager	\$13,525.50	44.91%	\$6,074.30
	Fringe Benefits T	\$8,181.75	

- 3. **TRAVEL** Identify total Foreign and Domestic Travel as separate items.
 - a. Proposed travel:

Purpose of Trip	Number	Cost Per	Total
	of Trips	Trip	
DSP Monitoring	6	\$580.00	\$3,480.00
Total Travel			\$3,480.00

- b. Travel expenditures above are based on past trips of a similar nature.
- 4. **EQUIPMENT** As defined in 10 CFR 660.202. Definitions are at http://www.access.gpo.gov/nara/cfr/waisidx 00/10cfr
 - a. Basis cost estimates (e.g., vendor quotes, prior purchases of like items, etc.):
 - b. Supplies to be purchased and justified of need:

Equipment Unit Cost Number Total Cost Justification of Need

- 5. MATERIALS AND SUPPLIES As defined in 10 CFR 660.202.
 - a. Basis cost estimates (e.g., vendor quotes, prior purchases of like items, etc.):
 - b. Supplies to be purchased and justification of need:

General Category Cost Justification of Need

 <u>CONTRACTS AND SUBGRANTS</u> – All other participant cost including subcontractor subgrants, and consultants. For ongoing subcontractors and subrecipients described elsewhere in the application, document and item number is listed.

Name of Proposed Sub	Total Cost	Basis of Cost*
Community Action Partnership Association of Idaho	\$30,740	Includes: Grantee Administration: \$12,905; Grantee T&TA: \$16,675; Leveraging: \$1,161.
Subgrantees (7) Listed in Annual File, Sec. IV.1	\$406,191	Includes: All funds allocated to Subgrantee Administration; Subgrantee T&TA Program Operations; Health & Safety; Liability Insurance; Financial Audit; and \$6,000 of funds allocated to Leveraging.
Total	\$436,931	

^{*}For example, Competitive, Historical, Quote, Catalog

- 7. OTHER DIRECT COSTS All direct costs not included in above categories
 - **a.** Basis for cost estimates (e.g., vendor quotes, prior purchase of similar items, etc.):
 - **b.** Other direct costs and justification of need:

General Description Cost Justification of Need

8.INDIRECT COSTS

a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

The IDHW Indirect Cost Agreement was approved by the Department of Health and Human Services. It went into effect on January 4, 2013. Please see attachment 12.

b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: Jodi Osborn Phone Number: 208-334-0679

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect	
Indirect	\$11,136.00	17.36000%	\$1,933.00	

STATE PLAN/MASTER FILE WORKSHEET

This worksheet should be completed as specified in Section V of the Weatherization Assistance Program Application Package.

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

Idaho will utilize the definition of income as defined in WPN 14-3

Describe what household Eligibility basis will be used in the Program:

The US Census data estimate for 2012 reports total Idaho population at 1,595,728. The 2012 US Census estimate also indicates, of that population, approximately 15.9% to 18.3% are below federal poverty guidelines. Idaho will continue to provide weatherization services to these families as funding permits. For the purposes of the Idaho Weatherization Assistance Program, low income is defined as households at or below 200% of the OMB Poverty guidelines or households receiving assistance under the Low Income Home Energy Assistance Program. Weatherization services are prioritized to certain portions of the eligible population. Household Priority is given to households with elderly or disabled occupants, young children (age 6 or younger), or with actual annual energy consumption costs greater than ten percent (10%) of the household's annual gross income (high energy burden). High energy burden and high energy consumption households will be defined as households receiving the highest tier of Low Income Home Energy Assistance Program benefits.

Describe the process for ensuring qualified aliens are eligible for weatherization benefits:

Household income includes income of legal and undocumented individuals. The total gross income from all individuals that live in the dwelling is considered the total household income for this program.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation:

Idaho's Weatherization Assistance Program has developed, published, and implemented procedures to ensure documentation of eligible dwellings. The procedures require the Direct Service Provider to obtain income documentation or a signed statement of income from the participant, a copy of which is entered into the

participant's file. If copies are not kept in the participant's file, the location of the documentation must be noted in the participant file.

Describe Re-weatherization compliance:

Weatherization program funds may be used to weatherize a dwelling under the following conditions:

- If a dwelling has been damaged by fire, flood, or an act of Nature, and repair of the damage to the weatherization materials is not paid for by insurance.
- If a dwelling was previously weatherized between September 30, 1975 and September 30, 1994; and:
 - The applicant meets the eligibility criteria for assistance and the Energy Audit takes into account any previous energy conservation; and
 - The proposed measures and the total job has a SIR ≥ 1.0 and does not exceed the DOE average cost per dwelling for the program year.

Note: Re-weatherized dwellings will be tracked separately but will be included in the total completed dwellings to determine the average cost per dwelling.

Describe what structures are eligible for weatherization:

Eligible Dwelling Expenditure (§440.18(e))

An eligible dwelling is defined as a house, including a stationary mobile home, an apartment, and a group of rooms or a single room representing a separate living quarter occupied by a household who is income eligible for weatherization services.

Describe how Rental Units/Multi-family Buildings will be addressed

Rental Procedures

Rental dwellings are eligible for weatherization services when an eligible renter occupies them. Once the renter is determined eligible for weatherization services and prior to scheduling an Energy Audit, the renter and owner must certify in writing they accept without protest the special conditions outlined in the Homeowner and Renter Agreement. For example:

 OWNER agrees to reimburse the AGENCY for the un-depreciated total amount of the weatherization costs if the dwelling is sold within the (12) month period beginning on the date the Job Completion Form is signed by the OWNER and/or RENTER and /or assignee. Reimbursement may be waived by DHW on a case by case basis.

- As the RENTER, I understand as long as I comply with the ongoing obligations and responsibilities to the OWNER, my rent will not be increased for 12 months following the completion of weatherization, nor will I be evicted solely due to the weatherization work. Nor will my rent be raised solely due to weatherization work performed.
- As the OWNER and/or RENTER of the above property, I understand that no undue or excessive enhancement will occur to the value of the dwelling as a result of the weatherization measures funded by the US Department of Energy.

A copy of the signed agreement must be given to the property owner and renter upon completion of the weatherization services. The original must be kept in the eligible renter's file. When the form is mailed to the Owner, a letter of explanation should accompany the form.

Complaints received regarding a property owner raising the rent amount in a weatherized dwelling will follow the complaint process as described below:

- The Direct Service Provider, as the initial point of contact, will contact the property owner to determine if the rent increase was due to provision of weatherization services to the household;
- If it is determined by the Direct Service Provider that the rent increase is due to the weatherization measures provided, CAPAI will be contacted to send a letter to the property owner explaining program guidelines, specifically that any rent increases within six months of weatherization were agreed to per the signature on the Owner/Renter Agreement form;
- The Direct Service Provider will follow up with the tenant to ensure the rent increase is discontinued to comply with the language on the Owner/Renter Agreement;
- Escalation to the IDHW level will only occur in cases that cannot be resolved at the Direct Service Provider and/or CAPAI level.

Multi-Family Units (§440.22(b)

Duplex or four-plex multi-family buildings may be weatherized if fifty percent (50%) of the dwellings in the building are occupied by eligible tenants. Larger multi-family buildings (five or more units) or tri-plex may be weatherized if sixty-six percent (66%) of the dwellings in the building are occupied by eligible tenants.

A qualified participant occupying a single dwelling unit in a multi-family building which does not meet the required criteria (50% or 66%) may receive weatherization services; however; services will be limited to the single dwelling unit and not include the common areas in the building. Eligibility of multi-family rental dwelling is determined by the type of rental as discussed in the following paragraphs.

Low Income Subsidized Multi-Family Rental Dwellings:

If the dwelling is a low-income rent subsidized complex, proof of the tenant's income may be obtained from Housing Authority and/or property management. The Direct Service Provider must review the proof of income and sign as the verifier. Management for the multi-family dwelling must sign a master Owner/Renter Agreement (Appendix D) for the eligible tenants. An application will be completed for the non-income eligible units, listing the names, address and apartment number and referencing it to the multi-family master application. The property owner or their designee must sign an Owner and Renter Agreement prior to receiving weatherization services. Each dwelling unit shall be assigned a job number and each dwelling unit shall be counted as a complete unit.

Non-Subsidized Multi-Family Rental Dwellings:

For multi-family dwellings which are not low-income subsidized, an application will be required for each dwelling unit. Once the required number of units has been identified as eligible, applications for the remaining dwellings will indicate only the address and apartment number and services provided based upon the fifty or sixty six percent (50% or 66%) criteria. The owner or their designee must sign an Owner/Renter Agreement for each dwelling to be weatherized. Each dwelling unit shall be assigned a job number and each multi-family dwelling unit weatherized will be counted as a completed unit.

Describe the deferral Process

Walk-Away Policy

Direct Service Providers performing weatherization activities which may aggravate existing unsafe conditions involving lead paint, asbestos, radon, VOC's, or other hazardous substances should determine whether to proceed with work based on the following factors:

- Does the Direct Service Provider have the necessary training, equipment and insurance to allow work to proceed; and
- Does the condition of the dwelling and/or the hazardous substances to be encountered during the weatherization process pose a threat to the health and safety of the participants or to the workers themselves; and
- To what extent will the specific energy efficiency measures to be installed disturb or aggravate conditions within the home; and
- Will the cost of doing work safely represent a large portion of the total cost and exceed the average of 14% of total job cost allowed by the state for health and safety?

Based on consideration of these factors, Direct Service Providers should determine whether to:

- Proceed with all the weatherization work following safe work practices, or
- Complete some of the weatherization tasks and defer others for a period of 90 days, or

• Defer all the weatherization work until unsafe conditions are corrected.

Limited weatherization activities may be conducted which do not affect or aggravate conditions related to hazardous substances, but which provide energy efficiency benefits to participant households. If additional weatherization measures are deferred, Direct Service Providers will allow a deferment period of ninety (90) days following job completion for participants to correct deficiencies and/or hazards thereby allowing for the installation of those additional measures.

In cases where deficiencies or hazards are beyond the scope of weatherization (including dangers posed by lead based paint and/or laden dust residues, asbestos, radon, VOC's, or other hazardous substances), the participant will be informed of the condition and the file will be documented. The participant should be referred to additional support services, and a delay/denial of services may be required until repairs, upgrades or abatement activities have been completed.

V.1.3 Definition of Children

Definition of Children: Below age 18Recommend tribal organization(s) to be treated as local applicant? Yes

V.1.4 Approach to Tribal Organizations

If YES, Recommendation: If no, statement that assistance to low-income tribe members and other low-income persons is equal:

Services to Idaho Native American Tribes

Five (5) Native American tribes reside in Idaho: the Kootenai, Coeur D'Alene, and Nez Perce tribes in the northern part of Idaho and the Shoshone-Bannock and Paiute tribes in southern Idaho. The U.S. Department of Energy allows the Grantee and local Direct Service Providers to provide service to Tribal members living on the reservations. Direct Service Providers are to ensure services are provided proportionately to low-income Native Americans in their respective service areas. The Grantee will work with Direct Service Providers and encourage shared initiatives with Tribal housing authorities. Agencies will not be discouraged from providing services to Native Americans; Tribal programs will primarily serve households living on federally recognized reservation lands. Direct Service Providers are required to establish a referral system with the Tribal Councils to ensure that members of the Indian Nation residing on reservations who are eligible for weatherization services are linked quickly and effectively with the local Direct Service Providers.

Native Americans not residing on Tribal reservations will not be included in the referral system, but are equally eligible for services with all other applicants applying for weatherization through the Direct Service Providers.

V.2 Selection of Areas to Be Served

The Idaho Weatherization Assistance Program is operated through local Direct Service Providers. In accordance with CFR 440.15(3) b, an evaluation process was used by the Idaho Department of Health and Welfare to select the Direct Service Providers.

The majority of the designated Direct Service Providers have more than twenty-eight (28) years of successful experience operating the Idaho Weatherization Assistance Program. The network and delivery of weatherization services will be provided statewide. Each Direct Service Provider's delivery of service will be proportionate to the number of low-income residents within Idaho's counties.

V.3 Priorities for Service Delivery

Priority service shall be given to households with

- 1. Emergency situations, Elderly, Disabled, or Children age 6 and younger
- 2. Actual annual energy consumption costs that are greater than ten percent (10%) of the household's annual gross income (high energy burden). Households with high energy burden are currently referred by the Low

- Income Home Energy Assistance Program.
- 3. Idaho will utilize the current client information database to identify households with high energy burden, defined as receiving the highest tier of LIHEAP benefit.
- 4. Households who are considered high energy burden based on 2. and 3. above will be reported annually to DOE using information contained in the CAPAI Database used for LIHEAP intake.

Participation Education Projects and dwellings with non-federal and other federal investments are defined in the Idaho Weatherization Operations Manual.

V.4 Climatic Conditions

Heating degree days vary from 4,000 to over 8,000. Idaho is composed of populated valleys surrounded by sparsely populated mountainous areas. The population is concentrated along the valleys and river basins.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

SWS Incorporation and Implementation

Idaho is currently aligning its Idaho Weatherization Operations Manual (IWOM) and Appendices to meet or exceed Standard Work Specifications for Home Energy Upgrades (SWS). Idaho is also working with National Renewable Energy Laboratory (NREL) and the Field Guide Collaborative to establish a SWS Field Guide template and subsequent field guides. Idaho's IWOM is currently available to all subgrantees.

Program Guidance updates are being communicated via the Program Guidance Acknowledgement Process; effective 1/1/14. Program Guidance Communication Process highlights below:

- Subgrantee program managers will be advised in advance that guidance will be updated via email.
- Time permitting, subgrantee program managers will be allowed time to review, comment, and implement expected changes.
- Updates, with effective dates, will be added to the IWOM and/or other appropriate documents.
- Updated guidance will be communicated via email to subgrantee program managers.
- Subgrantee program managers will send Guidance Acknowledgment Form (GAF) to ensure receipt, review, distribution and effective date of quidance.

These activities will allow Idaho to complete its SWS alignment by April 1, 2015. Please see Section V.8.4 for more detail.

The current allowable measures as listed in the Idaho Weatherization Operations Manual are:

- Vinyl Windows with a minimum u-value of .35
- Solid slab, pre-hung, or mobile home doors
- Attic insulation (blown cellulose or fiberglass)
- Wall insulation (dense pack cellulose or fiberglass)
- Floor insulation (batt insulation or blown fiberglass for mobile homes)
- Duct insulation (vinyl backed fiberglass batts or SPF)
- Pipe insulation (pre-formed tubular or un-faced fiberglass)
- Air sealing measures (attic, floor, plumbing/electrical penetration sealing, duct sealing)
- Water heater tune-up/repair/replacement
- Furnace/heat pump tune-up/repair/replacement
- Cooling system tune-up/repair/replacement
- Refrigerator replacement (Energy Star rated, freezer on top, no ice maker)
- Carbon Monoxide/Smoke detector installation
- Compact Florescent Light bulbs (cfl) installation
- Incidental Repairs to protect energy related measures
- Health and Safety measures as described in the Idaho Health and Safety Plan

The Idaho Weatherization Assistance Program uses a US DOE approved computerized Energy Audit as specified in 10 CFR 440.21(b-e) to determine the most cost effective measures. The Energy Audit is described in the Idaho Weatherization Operations Manual.

Direct Service Providers are required to conduct two blower door tests (pre and post) on all dwellings. Crews are encouraged to perform a third blower door test during installation of air sealing measures to determine if targeted airflow rates within the dwelling unit are achieved.

The average cost per dwelling for materials, support, and labor shall follow DOE annual guidelines.

Expenditures for Health and Safety measures, including Lead Safe Weatherization, will be charged to the Health and Safety budget line item and are not be included in the average cost per dwelling. The health and safety average percentage cost will be evaluated throughout the program year. Equipment will be tracked separately.

Direct Service Providers may expend funds for Low Cost/ No Cost activities as specified in the Idaho Weatherization Operations Manual.

Any existing refrigerators will be removed from the residence and disposed of properly if a refrigerator is provided. Vendors providing refrigerators must sign off that the existing refrigerator was properly disposed of and the Freon recycled.

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Single Family: The Energy Audit (EA5) update to incorporate the mechanical/architectural measure interaction was approved by DOE on 07/28/2011. This update includes a web

based platform (Visual Basic.NET) that integrates with Idaho's WITSWeb data tracking system.

Manufactured Housing: The Energy Audit (EA5) update to incorporate the mechanical/architectural measure interaction was approved by DOE on 07/28/2011. This application is also approved for use when auditing mobile homes.

Multi-Family: Idaho does not currently meet the 20% requirement of multi-family completions necessary for use of a multi-family energy audit. Idaho utilized the current comprehensive single family audit application for multi-family units that are individually heated.

The Weatherization Assistance Program will continue to use a comprehensive audit system to ensure funds are managed effectively. Use of the computerized Energy Audit coupled with program policies and management decisions will ensure the most cost-effective measures are installed on a dwelling and support/labor costs are within contract requirements.

Idaho uses the computerized Energy Audit to calculate the cost effectiveness of each measure and the interaction of all measures that may be installed on a dwelling to determine the point of diminishing returns of the measure.

Multifamily production is estimated to be 2% of Idaho's overall production based on PY 12 data.

V.5.3 Final Inspection

A final inspection will be conducted on every weatherized dwelling before it is reported as completed to the Grantee and US DOE. Weatherization inspection procedures include, but are not limited to, ensuring the following:

- Adult member or designated head of household is present during inspection.
- Installed materials conform to the 10CFR440-Appendix A, Standard for Weatherization Materials.
- Recommendations in the Energy Audit were followed.
- All materials charged to the job were installed properly and to standards and specifications found in the Idaho Weatherization Operations Manual.
- Any necessary minor adjustments are made.
- Participants are educated on operation of newly installed measures.
- Job Order Sheet is completed with all related information including documented justification for changes.
- Participant and/or Property Owner are satisfied and their signature is obtained on the Job Completion Form.
- An Idaho Certified Inspector will use a Final Job Inspection Form to review and sign-off on jobs reported as complete.
- On April 1, 2015, a Home Energy Profession Quality Control Inspector (QCI) will use a Quality Assurance Job Inspection Form to review and sign-off on jobs reported as complete.

To allow flexibility, Idaho will be allowing its subgrantees to either contract with an outside QCI or to certify in-house staff as QCI. At this time, it is understood that all

subgrantees, will have in-house staff be QCI certified who will be defined as an Independent QCI as per WPN 14-4. Subgrantees will have a minimum of two staff who are QCI certified per subgrantee; as appropriate by current funding and production levels.

The Grantee will ensure that subgrantees have QCI certified staff by either the national QCI database or by receipt of QCI certification credentials.

 Assurance that subgrantees' jobs are receiving inspections from QCI certified inspectors and to the standard of SWS by April 1, 2015 will be verified on annual monitoring. Any irregularities will be treated in accordance with Idaho's established monitoring protocols.

The Inspector will note deficiencies in the job completion and request follow up work not meeting State standards and procedures. Any follow up work or additional work, considered 'Go Backs' will not be charged to DOE if the unit has been reported as completed per Department of Energy WPN 11-03 guidance.

V.6 Weatherization Analysis of Effectiveness

Analysis of effectiveness of weatherization projects is made though the energy audit software, ensuring at least a savings to investment ratio of 1.0. Monthly production and energy savings data obtained through the online data system (WITSWeb) are compared to track outcomes. Comparative data and monitoring reports provide the basis for identifying deficiencies and potential opportunities for T & TA. Accepted OMB procurement procedures are used to ensure current market measure costing.

V.7 Health and Safety

The Idaho Weatherization Assistance Program has a Health and Safety Program that allows for production funds to be utilized for health and safety measures. While such measures may not meet the savings to investment ratio (SIR) of one, they are necessary to address health and safety issues.

Idaho's Health and Safety Program expenditures will not exceed 14% of the Program Operations budget line item. All Direct Service Providers will be held to the Health and Safety budget, regardless of per unit expenditures. This percentage is based on historical spending patterns of Program Operations and Health and Safety. Health and Safety measures, when charged to the Health and Safety line item, will not be included in the average cost per unit calculation. All Direct Service Providers have been provided an electronic copy of WPN 11-6.

As part of Idaho's Health and Safety plan, Direct Service Provider Staff use the Occupant Health Assessment form and the Health & Safety checklist to assist in assessing an occupant's pre-existing health conditions. Please see attachments 1 and 2.

As part of Idaho's Health and Safety plan, Direct Service Provider Staff also use the Idaho Weatherization Deferral Form to assess situations that may be beyond the scope of weatherization. Please see attachment 4.

V.8 Program Management

V.8.1 Overview and Organization

The Idaho Department of Health and Welfare, Division of Welfare, is the state agency that applies for Department of Energy Weatherization Assistance Program funding. One staff person, the Program Specialist, is funded with WAP funding and provides administrative oversight, training and technical assistance, and reporting functions for this program. The Department's Contracts and External Resources Monitoring Team attends all fiscal, administrative, and program monitoring visits to Direct Service Providers in addition to providing annual monitoring of the Community Action Partnership Association of Idaho.

The Community Action Partnership Association of Idaho is a private non-profit agency who has a contract with the Department to provide administrative oversight, training, and technical assistance, reporting, and monitoring functions for this program. Four staff people are funded with WAP funding as described in the Contract section of this Plan.

V.8.2 Administrative Expenditure Limits

The State will permit Direct Service Providers with DOE approved budgets of less than \$350,000 to receive up to an additional five percent (5%) of their total budgeted amount, based upon their approved indirect rate or a Cost Allocation Plan and Budget Summary justification.

Each Direct Service Provider receives a comprehensive review conducted by CAPAI to ensure its weatherization administrative costs are within the ten percent (10%) Administrative Budget Limit. Support costs are reviewed to ensure operations are efficient, related to energy savings, and in compliance with Federal DOE Regulations, State programmatic, and fiscal requirements. Additionally, Direct Service Providers are required to have financial audits conducted by an independent audit firm.

V.8.3 Monitoring Approach

Purpose

Monitoring is the single most important management tool used by the State and CAPAI to ensure Direct Service Providers establish and maintain policies and procedures that comply with Federal Department of Energy Regulations and State of Idaho Rules governing the Idaho Weatherization Assistance Program. Monitoring allows the State and CAPAI to determine the efficiency and effectiveness of program services and identify areas where additional Direct Service Provider training and technical assistance is needed.

Procedure

Monitoring is an ongoing program function performed by CAPAI in coordination with the Idaho Department of Health and Welfare. In program year 1998, a peer monitoring procedure was developed and implemented. This procedure allows State of Idaho-certified Auditor/Inspector staff to accompany the Energy Programs Coordinator on on-site reviews in order to share best practices. The focus of the on-site visit is to conduct on-site

inspections of randomly selected weatherized homes. Additionally, new ideas, systems, and solutions are shared during the peer monitoring exchange providing an important learning opportunity for Direct Service Providers, CAPAI, and the Idaho Department of Health and Welfare.

The Community Action Partnership Association of Idaho will conduct the annual contract closeout review in coordination with the Idaho Department of Health and Welfare. Based upon the State's annual review findings, any activities found to be out of compliance will be resolved by the Direct Service Provider as defined in the Idaho Weatherization Operations Manual, Contract Compliance and Remedial Plan. Not more than fifteen percent (15%) of Grantee T & TA funds will be spent on monitoring.

CAPAI and IDHW will provide both a technical and administrative monitor, the technical monitors are certified by the State of Idaho as certified energy auditors/inspectors. Estimated travel costs charged to T&TA are \$9,760 and administration \$1,100.

As of April 1, 2015, a minimum of one QCI certified inspector, provided by either CAPAI or IDHW, will accompany the annual monitoring and certify the job meets the standards set forth by the IWOM.

All critical non-compliance findings that result in the Direct Service Provider's program begin put on probation or contract termination will be reported to the DOE Golden, CO office.

Monitoring

Monitoring activities comprise three major parts:

- 1. Fiscal monitoring (including a review of internal controls and agency health);
- 2. File reviews of completed jobs; and
- 3. On-Site reviews of completed jobs.

Idaho will not be utilizing the 'exemplary agency' waiver for the PY 14 grant period (April 1, 2014 through March 31, 2015). All agencies will receive on-site reviews (of completed jobs) and file reviews for program year 2014.

The dates that agencies were most recently monitored for fiscal and on site reviews including peer exchange are as follows:

SouthEastern Idaho Community Action Agency
Eastern Idaho Community Action Partnership
Community Action Partnership
CCOA
El Ada Community Action Partnership
South Central Community Action Partnership

April 23 - 25, 2013
May 21 - 24, 2013
September 4 - 6, 2013
September 4 - 6, 2013
October 21 - 24, 2013

Projected Dates of Monitoring Visits

Monitoring visits for all agencies are scheduled between April and October, annually.

A. <u>Approach:</u> Each Direct Service Provider is monitored annually by CAPAI and IDHW staff for overall health in addition to a review of internal controls. This monitoring includes on site reviews of at least 5% of completed units, participant file reviews,

proper invoicing techniques, proper documentation when determining eligibility, proper designation of allowable administrative expenses between administration and program support categories, and the practice of using DOE funds to return to previously completed homes to make adjustments or include additional measures not done on the initial visit and after the unit was reported to DOE as completed. Two network Peer Exchange Team members also accompany CAPAI and IDHW staff during on site monitoring of completed units in order to share best practices throughout the network.

- B. <u>Visit</u>: An exit interview is held for each Direct Service Provider. An initial monitoring report is submitted to the Grantee within 10 business days and submitted to the agency upon approval. Agency responses are due within 10 business days. Any significant Findings require a Quality Improvement Plan to be developed by the Direct Service Provider and submitted within 30 business days. Direct Service Provider responses are incorporated into a final monitoring report and all outstanding issues are followed up by the Energy Programs Coordinator within 30 business days after receipt of the final monitoring report. Any noncompliance unresolved within forty-five (45) days will be reported to the DOE Project Officer. Any sensitive or significant noncompliance findings will be reported to the PMC immediately.
- C. <u>Tracking and Analysis</u>: A tracking system was developed to include program and administrative findings during the ARRA grant period. Idaho will modify this system to track findings, issues, recommended corrective actions, deliverables, due dates, responsible parties, actions taken, and final resolutions.
- D. <u>Reporting</u>: All Direct Service Provider monitoring visits will be summarized, including review of financial audit, monitoring results, and findings at least annually. The results will be used to identify needs, strengths, and weaknesses of the network. All materials will be available to the DOE Project Officer for review during program monitoring visits.

V.8.4 Training and Technical Assistance Approach and Activities

Training and Technical Assistance Objective

The objective of Training and Technical Assistance funding is to provide resources designed to improve the quality of weatherization services delivered to low-income households. The types of assistance that will be provided include technical and management training opportunities.

Types of Technical Training

Annual monitoring visits, bi-annual Manager Meetings, and direct release of program guidance will be used to assess Direct Service Provider training needs. Idaho encourages all Direct Service Providers to attend industry conferences, including Energy OutWest, the DOE National Conference and Affordable Comfort to ensure Idaho's program is utilizing industry standard technologies and techniques.

Idaho will work with IREC accredited training providers to administer Tier 1 occupation specific NREL Job Task Analysis (JTA) training for all WAP workers.

Tier 2 Training:

As needed, subgrantees may receive Tier 2 training for single issue, short-term training pertaining to identified field deficiencies and/or enhancement of existing knowledge, skills and abilities. Below are examples of Tier 2 training opportunities that have traditionally been provided in Idaho.

Direct Service Provider Peer Exchange Training

The State and CAPAI will utilize the Direct Service Providers to enhance technical expertise and application techniques and to ensure efficient, cost effective use of limited Training and Technical Assistance resources. Idaho has developed a Trainer level of Direct Service Provider Auditor/Inspector staff who will deliver trainings to peers in the network as appropriate.

Idaho Technical Advisory Committee

The Idaho Technical Advisory Committee will conduct, at minimum, quarterly meetings, either in-person or by teleconference, to discuss training opportunities, identify, develop, and implement changes to Section 7 of the Idaho Weatherization Operations Manual, and to share best practices. The costs associated with these meetings will be considered eligible expenditures of Direct Service Provider T&TA funding.

Mandatory trainings will be provided by CAPAI and will require attendance of at least two Direct Service Provider staff. An example of a mandatory training is EPA Lead Renovator training, mold and moisture training, training on the use of the energy audit, and/or indoor air quality training.

Direct Service Providers are required to track attendance at trainings (intra-agency, interagency, and outside) and report annually to CAPAI for inclusion in the DOE Leveraging and T & TA Report.

All Direct Service Providers are required to expend at least 50% of allocated Training and Technical Assistance funding on training prior to moving to Program Operation line items.

Training and Technical Assistance Plan

- A. Assessment of Training Needs: Training and Technical Assistance needs are noted and discussed during annual agency on-site monitoring visits. Technical assistance is provided, but not be limited to, new agencies/ community partners located within the boundaries of the State of Idaho.
- <u>B. Training Provided</u>: All agencies receive a T & TA allocation in order to ensure program staff has training opportunities. CAPAI's Energy Program Coordinator assesses needs with Agency Program Managers on an individual basis to identify additional trainings not covered in the statewide prioritization to ensure consistency of service delivery and quality assurance. CAPAI coordinates all mandatory trainings and tracks attendance.

C. Training Certification: Lead Safe Work Practice training is required of all new hires within 90 days of permanent employee status. All agencies are encouraged to train program staff at all levels in OSHA, CPR/First Aid, and general safety procedures. All agencies must have at least two (2) EPA Certified Lead Renovators on staff. All contractors providing services with DOE funds must have at least one (1) EPA Certified Lead Renovator on staff to ensure compliance with current DOE guidance.

In order to achieve Auditor/Inspector Certification, all new Auditor/Inspectors must complete the Saturn Resources online training for Energy Auditor, and successfully complete a week of field Auditor/Inspector training provided by an State of Idahocertified Trainer. In order to retain this Certification, all Auditor/Inspectors must complete a minimum 10 hours of continuing education annually and perform at least 4 audits (at least 2 different fuel types).

As of April 1, 2015, Inspectors will be required to achieve and maintain QCI certification.

All current State of Idaho-certified Auditor/Inspector staff have received training on how to perform weatherization on mobile homes, including data entry into the EA5 energy audit application.

<u>D. Development of T & TA Priorities</u>: Idaho assesses Direct Service Provider productivity on a monthly basis; all Direct Service Providers consistently meet or exceed contractual unit completion estimates. Idaho has developed a web-based energy audit tool that will allow assessment of energy savings outside of the historical on-site monitoring period. Any anomalies noted in energy audits will allow for additional individualized training in both the energy audit tool and in providing holistic weatherization services to program participants.

Idaho has developed a Technical Advisory Committee to assist in ensuring the Idaho Weatherization Operations Manual- Section 7 has up to date technical standards and techniques and to provide technical guidance on a statewide basis. This Committee shares best practices and continually evaluates new technologies and how they can be incorporated into Idaho's Weatherization Assistance Program. Direct Service Provider Weatherization Program Managers also identify T & TA priorities within their organizations based on monitoring results and in coordination with the Energy Programs Coordinator.

Idaho will be assessing IWOM alignment with the SWS on a quarterly basis to determine progress and ensure that the IWOM will be in good standing per WPN 14-4 by April 1, 2015. Updates conducted on the IWOM will be conducted via the Program Guidance Communication Process as described in Section V.5.1.

Idaho will be conducting quarterly assessments of subgrantee staff who have achieved or who are preparing to be QCI certified by April 1, 2015. If a subgrantee does not have sufficient staff who are QCI certified by April 1, 2015, the Grantee will allow the subgrantee to contract with an outside QCI certified inspector. At minimum, and at current projected production, a subgrantee will have two independent QCI certified inspectors available to certify reported jobs as complete.

Idaho will work with IREC accredited training providers to administer Tier 1 occupation specific NREL Job Task Analysis (JTA) training for all WAP workers. As needed, subgrantees may receive Tier 2 training for single issue, short-term training pertaining to identified field deficiencies and/or enhancement of existing knowledge, skills and abilities.

- E. T & TA Funding Allocation: The portion of T & TA funds allocated for program monitoring is 18%. This amount is based on actual costs incurred during PY 12 monitoring which are spread to several funding sources. The Energy Programs Coordinator is a State Certified Auditor/Inspector, BPI Home Energy Professional Quality Control Inspector and Auditor, BPI Building Analyst Professional, EPA Certified Lead Renovator, and has completed the OHSA 30-hour training. Idaho Department of Health and Welfare staff who conduct agency monitoring also are certified as a State Auditor/Inspector and EPA Lead Renovator.
- <u>F. T & TA Activity Assessment</u>: T & TA activities are assessed using agency T & TA reports to ensure funds are used as they are intended. The Energy Programs Coordinator will continue to provide information on available training opportunities to all Weatherization service providers.
 - In addition, the state will hold two Weatherization Program Directors meetings in a peer exchange-like setting. These meetings will be face-to-face. Program direction, peer roundtables, and technical issues are topics of discussion. These discussions will be planned for August 2014 and January 2015. The Policy Advisory Council is also invited to attend semi-annual meetings and trainings.
- <u>G. Client Education</u>: All participants are given materials to educate them on how to conserve energy. All participants also receive individualized education based on conditions within their home (heating type, water heater type, health and safety issues) as well as instructions regarding operation and maintenance of provided equipment (heating system, furnace filter replacement, thermostat, water heater, mechanical ventilation, and carbon monoxide/smoke alarms).

V.9 Energy Crisis and Disaster Plan

In the event of disasters, DOE WAP resources may be requested by the appropriate authority within the state of Idaho. Idaho will enlist their existing subgrantee weatherization network to appropriately follow WPN 12-07.